



SUPPLEMENTAL:

CONDUCTING COMMUNITY SURVEYS DURING THE PANDEMIC

The County of Los Angeles Public Health protocols that are applicable to all film production personnel will also apply to employees and/or third-party designees (hereafter, "Surveyors") assigned to conduct community filming surveys on behalf of production companies. The application of these protocols to the survey process will require additional time and care to complete survey activities. In conducting Filming Surveys, Surveyors should strive at all times to avoid situations that pose a health risk to themselves and to others.

In order to allow time for proper review and community response, we are requiring that completed community surveys (along with a detail map) be emailed to the FilmLA Production Coordinator **NO LATER THAN A FULL 24 HOURS PRIOR TO THE FIRST START OF ACTIVITY.**

FilmLA will evaluate the surveys and map to determine the extent of community concerns and support with respect to the proposed activities. Additional consideration is given to residents and/or businesses in close proximity to the filming activities and mitigating their concerns may be crucial to FilmLA recommendations to the Permit Authority.

COMMUNITY SAFETY PROTOCOLS:

- Prior to starting work, Surveyors must perform a health self-assessment and/or otherwise certify to their employer that they are in good health. See Appendix A of County of Los Angeles Public Health (Physical Distancing Protocol) for guidance as needed.
- While working, Surveyors are encouraged to display some form of high-visibility identification and/or wear logo branded apparel that makes clear the official purpose of their neighborhood visit.
- The Surveyor must be outfitted with the appropriate PPE attire and provided infection prevention supplies that must include, but not limited to:
 - A fitted mask (3 ply poly/cotton, or disposable surgical grade)
 - PPE Disposable Gloves
 - Hand sanitizer
- The Surveyor must be broadly knowledgeable of and follow the County of Los Angeles Public Health safety protocols that are outlined in Appendix J, this includes:
 - Wearing a face mask at all times
 - Maintaining a physical distance of at least six feet from all persons
 - Observing sanitation guidelines, including washing of hands at start of shift and before and after meal periods, and applying fresh PPE when returning from breaks.
- All Surveyors must complete an employer-provided (virtual) Covid-19 training on LA County Department of Public Health Order Appendix J, social distancing and other health and safety protocols before beginning their work in neighborhoods. A copy of Appendix J shall be provided to Surveyors and should be carried for reference when providing service.
- All Surveyors are limited to work between the hours of 7am to 9pm.
- To lessen community concerns, and observe mandated County of LA Public Health guidelines for film production, Surveyors should limit interaction with residents and/or business owners and seek to conduct in-person surveys and deliver survey forms and other documents **without physical contact and without violating the six foot physical distance requirement.** The Surveyor may offer to physically fill out the form with the responses from the resident or business owner.
- Research indicates that COVID-19 does not live long on paper surfaces, but Surveyors should still limit handling of articles touched recently by others. Do **NOT** share pens. All response paperwork collected by Surveyors should be stored in a closed container.
- Surveyors dispatched back to any area to retrieve and/or obtain additional survey forms are required to wash or replace their masks and gloves daily. They must also be reminded to follow the above stated safety protocols at all times.

COMMUNITY SURVEY PACKET:

A completed community survey packet will include the following:

- A FilmLA community survey form that has the top portion (scene description, date, times & production office information) of the attached “Community Survey” should be thoroughly completed **AND** an attached “company letter”.
- The “community survey” and “company letter” **will be submitted to the assigned FilmLA Coordinator for review and approval.** The coordinator will advise employee (surveyor) of any changes, if needed, and employee (surveyor) should begin distributing the survey and letter immediately.
- **Please note**, if contact was made by the production company to the Solution Services team prior to permit submission, and the Solution Services team member indicated that a community survey would be required, that team member can pre-approve the community survey form and company letter.

Community surveys must include the following:

- The “description of scenes and parking” section should include a complete description of all filming activities and should also note the areas intended for equipment parking, whether posting is requested or not, including base camp.
- Once the survey form and company letter are approved by FilmLA, copies of both are to be left at required survey sites in a visible area. **A brief note, giving instruction for responding by email, phone call or by leaving completed form for retrieval by surveying company, should be left with the surveys.**
- Surveys should be obtained from all residents within 300 feet of filming activities and/or within 200 feet of equipment parking. In business areas, surveys requirements will be based on the amount of requested parking, type of production and type of activity requested.
- **EXCEPTIONAL FILMING ACTIVITY (i.e. gunfire, bullet hits, fire effects, explosions, helicopter scenes, etc.) prior to 7:00 a.m. or after 10:00 p.m. Monday through Friday and prior to 9:00 a.m. and after 10:00 p.m. on weekends and holidays may require surveys from a larger than usual area.** The extent of the affected area will be determined by FilmLA based on the anticipated impact of the proposed activities.
- A detailed map, similar to a plot plan, depicting the streets and addresses of residents/businesses affected, must be included with the surveys when emailed to the FilmLA coordinator for review.

Company letter must contain the following information:

- Company name and phone number
- Production title and short description of filming activity and parking requested
- Location manager information, including email and phone number
- Details as to why the survey is being left
- Email address where response to the survey may be submitted
- A sample company template is attached for your reference

WHAT TO DO IF APPROACHED BY PUBLIC PERSON, RESIDENT OR BUSINESS OWNER:

- In the event that Surveyor is approached by a member of the public, including a resident or business owner, the following actions must happen:
 - Surveyor must maintain a minimum six-foot distance
 - Surveyor must conduct themselves in a professional manner, remaining calm at all times
 - Surveyor should answer all questions to the best of their knowledge. If unsure, employee (Surveyor) should direct the person to the location manager and provide a copy of the community letter.
 - If the person speaking to the Surveyor lives or maintains a business in the affected radius for surveying, the Surveyor will do the following:
 - **(preferred method)** leave the survey form and community letter with resident and/business owner and leave the area
- OR**
- offer to fill out the survey form on behalf of the resident and/or business owner, **maintaining a minimum six-foot distance.** Leave the person a copy of the Company Letter. Be sure to ask for their name, address, and preferred method contact (email or phone number).
- **Please note**, if any person approaching the Surveyor is visibly agitated or voices concern regarding the Surveyor’s presence in the area, the Surveyor should distance themselves from that person immediately, and contact their employer for further direction.